

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE
FORMER JESSAMINE COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2006
Through March 30, 2007**



**CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS
www.auditor.ky.gov**

**105 SEA HERO ROAD, SUITE 2
FRANKFORT, KY 40601-5404
TELEPHONE (502) 573-0050
FACSIMILE (502) 573-0067**



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AUDITOR OF PUBLIC ACCOUNTS

Independent Accountant's Report

Robert M. Burnside, Secretary, Finance and Administration Cabinet
The Honorable Robert W. Thompson, Jr.
Former Jessamine County Property Valuation Administrator
The Honorable Brad Freeman
Jessamine County Property Valuation Administrator

We have performed the procedures enumerated below, which were agreed to by the former Jessamine County Property Valuation Administrator (PVA), solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2006, through March 30, 2007. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the former Jessamine County PVA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month. Re-perform the bank reconciliation for February 28, 2007, for all bank accounts, to determine if amounts are accurate.

Finding -

The PVA has a receipts ledger, disbursements ledger, and reconciles bank records to books monthly. The February 28, 2007, reconciliation was re-performed and was accurate.

2. Procedure -

Confirm any and all payments by the city to the PVA. Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

City payments were confirmed, compared to the receipts ledger, and tested for completeness. No exceptions noted.



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3. Procedure -

Confirm any and all payments made by the fiscal court to the PVA. Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

Finding -

Fiscal Court payments were confirmed, agreed to the receipts ledger and bank account. No exceptions noted. The budgetary contribution agreed to the amount calculated by the Department of Revenue.

4. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to cancelled checks, paid invoices or other supporting documentation. Determine if the expenditure was for official business. Review all credit card statements (if any) to determine if expenditures were for official business.

Finding -

The auditor selected 15 disbursements from the PVA's records and agreed amounts to cancelled checks, invoices, and made sure they were for official business. No exceptions were noted. The PVA's credit card statements were reviewed and expenditures were for official business.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

Finding -

Capital outlay disbursements were agreed to cancelled checks, supporting documentation, and followed proper purchasing procedures. No exceptions noted. Newly acquired assets were inspected by the auditor and were found to be included on the PVA's Capital Asset Inventory List.

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6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

PVA's computer services contract was reviewed for timely payments, proper authorization, and allowability. No exceptions noted.

7. Procedure -

Compare PVA's final budget to actual expenditures to determine if PVA overspent in any account series.

Finding -

The PVA did not overspend in any account series.

8. Procedure -

Determine whether collateral is necessary for the PVA's funds. If necessary determine if the PVA was sufficiently collateralized for the year and if a collateral agreement exists.

Finding -

Collateral was necessary for the PVA's funds. There was sufficient collateral for the year and a collateral agreement exists.

9. Procedure -

Determine whether timesheets are completed, maintained, and support hours worked.

Finding -

Timesheets were completed, maintained, and support hours worked. No exceptions noted.

10. Procedure -

Determine whether cash balances were properly transferred from former PVA to new PVA.

Finding -

Cash balances were properly transferred from the former PVA to the new PVA.

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We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Property Valuation Administrator and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen
Auditor of Public Accounts

March 30, 2007

